

Policies for Ticket/Table Sponsorship Purchases

Donor Presale

The Donor Presale for 15th Annual WPB Spring Symposium will begin at 9:00 am (CST) on **Tuesday, January 10, 2017 and will continue through 4:45 pm (CST) on Tuesday, January 31, 2017**. Reservations made during this time will be processed in the order that payment was received.

- **Reservations for Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
 - This policy is non-negotiable. No exceptions.

- **Reservations for Diamond and Platinum Table Sponsorships:**
 - A limited number of Diamond and Platinum Table Sponsorships are available.
 - Purchases are confirmed when payment or a signed pledge card is received (pending availability.)
 - Full payment for reservations made via pledge card must be received no later than 4:45 pm (CST) on Wednesday, February 15, 2017. Reservations will be forfeited if full payment is not received by this date.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
 - This policy is non-negotiable. No exceptions.

- In order to be eligible for the Donor Presale, the person/business/company making the reservation must meet **one** of the following criteria:
 - ✓ Contributed a minimum of \$500 during the last year (December 1, 2015 – December 1, 2016) to a Cary Center program (Women’s Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.)

 - ✓ Have an active minimum pledge of \$2,500 (pledge currently in good standing) to a Cary Center program (Women’s Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.) on or before December 1, 2016.

 - ✓ Contributed cumulative gifts exceeding \$25,000 to a Cary Center program (Women’s Philanthropy Board, Camp iCare, REAL Cents REAL Change, Volunteers in Philanthropy, etc.)

- The WPB office will confirm donor eligibility based on the donor records listed with the Auburn University Foundation prior to confirming reservations, accepting payments, or issuing tickets.

Please contact the CHS Development Office at (334)844-9173 for inquiries about eligibility for the Donor Presale opportunity.

- A maximum of six (6) Individual Open Seating tickets may be purchased by each qualified donor during the Donor Presale. A limited number of individual, open seating tickets will be available. There is not a maximum for table purchases (pending availability.)

General Public Sale

- The General Public Sale for 15th Annual WPB Spring Symposium will begin at **9:00 am (CST) on Wednesday, February 1, 2017 and will continue until the event is sold out.** Reservations will be processed in the order that payment was received.
- **Reservations for Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets:**
 - A limited number of Gold Table Sponsorships, Platinum Pair of Tickets, and Individual Open Seating Tickets are available.
 - Purchases are confirmed when payment is received (pending availability.)
 - No reservations will be allowed without payment.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
 - This policy is non-negotiable. No exceptions.
- **Reservations for Diamond and Platinum Table Sponsorships:**
 - A limited number of Diamond and Platinum Table Sponsorships are available.
 - Purchases are confirmed when payment or a signed pledge card is received (pending availability.)
 - Full payment for reservations made via pledge card must be received no later than 4:45 pm (CST) on Wednesday, February 15, 2017. Reservations will be forfeited if full payment is not received by this date.
 - Payments for tickets can be made by cash, check, credit card, or Auburn University internal journal transfer.
 - This policy is non-negotiable. No exceptions.

Additional Information

- Table placement in the Ballroom is based on sponsorship level. In addition, table placement by level will be assigned in the order in which table sponsorships are purchased. The WPB office reserves the right to assign individual, open seating ticket holders to specific tables if needed.
- Reservations are non-refundable and non-tax deductible. Gifts are tax-deductible to the extent allowed by law. All gifts that are eligible for tax deduction will be issued an official tax receipt under separate cover from the Auburn University Foundation.

- In case of cancellation, gifts will benefit Women's Philanthropy Board educational initiatives. Reservation prices include all applicable sales taxes. In the event of unforeseen circumstances, WPB reserves the right to amend the program.
- A waiting list for tickets/table sponsorships, if needed, will be kept by the WPB Office. To be added to the wait list, please contact the WPB Office at (334)844-9156.
- This policy is non-negotiable. No exceptions.